



Arranging your payment options.

Let us help you make your financial arrangements through IPAC, deposit account, credit card, ACH, or direct billing.



GPO assists you in determining the most **economical and efficient method** for your communications project.

Payment Options

Intra-governmental Payment and Collection (IPAC) Handles secure fund transfer between agencies using the U.S. Treasury's intra-governmental EFT system.

Deposit Account This option allows you to submit a lump sum payment to be used over time. You have total control over the funds. Your account's transaction history is available on-line on a secure site.

Credit Card Allows you to use your agency's purchase card to place and pay for printing orders.

Direct Billing You can also pay by check or ACH, if one of the other payment options is not available.

IPAC

Submit to GPO Finance & Administration (F&A), through your agency Finance office, a completed and signed Form 4046. You will need to provide on the form, your Agency Location Code (ALC), Treasury Account Symbol (TAS), Business Event Type Code (BETC), and all other requested information. The ALC, TAS, and BETC are required for all IPAC transactions. Also include a Line of Accounting (LOA), if your finance office requires it.

Four times a month (5th, 10th, 15th, and 20th of the month) GPO will process invoices to your Finance office through Treasury. Actual IPAC dates may vary if these dates fall on a holiday or weekend.

Deposit Account

Submit to F&A a completed and signed Form 4045 indicating how the funds will be sent to GPO. If using IPAC, indicate the Agency Location Code (ALC), the Treasury Account Symbol (TAS), the Business Event Type Code (BETC), and other pertinent information requested on the form. Include a Line of Accounting (LOA) if required by your Finance office. If not using IPAC, include a check with your Form 4045, made payable to the Public Printer.

Credit Card

Provide your agency purchase card information to GPO Customer Services at the time your order is placed.

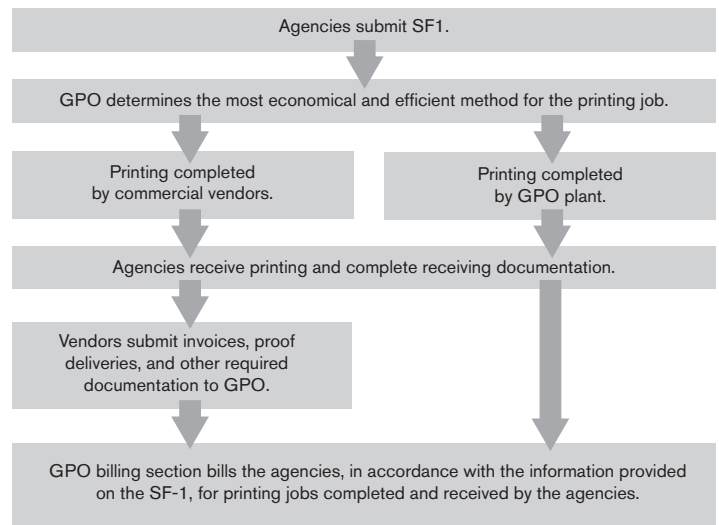
Direct Billing

If you elect this payment option, checks should be made payable to the Public Printer upon receipt of GPO invoices.

ACH Payments

This option is only available to our vendors and Federal grantees. If you are a Federal agency, you cannot use this method. Submit your request for this method to achquestions@gpo.gov.

GPO Billing Process



Submit all forms to Finance and Administration in accordance with the submission instructions on the bottom of the form being submitted. For additional information, contact a GPO National Account Manager at 202.512.1904 or email nam@gpo.gov.